



[My Promotion Board File](#)
(Active Duty Enlisted Only)



[DA3355 Promotion Point Worksheet](#)



The SFC Promotion Board will convene in Indianapolis, Indiana on 31 January 2006. The document cutoff date is **13 Jan 06**. Now is the time to make sure your records are in order. Do not wait until the last minute to prepare your records. If you do, it may be too late to make critical changes. It is extremely important to make sure your record is as complete as possible.

- [View Board Information](#)
- [View Board Zone MILPER Message](#)
- [View Board Schedules](#)

Click [HERE](#) to contact Customer Service
1(866) 771-6357. (Active Duty Only!)

HOT NEWS

- The FY06 Sergeant First Class Promotion Board Will Begin Soon -



CLICK HERE TO VALIDATE BOARD ERB

IMPORTANT INFORMATION

accurately documents a Soldier's career. Provide world-class customer service to Soldiers, commanders and the Army's personnel community. EREC serves Soldiers by doing for them what they can not do for themselves.

EREC DIVISIONS

- [EREC Headquarters](#)
- [DA Secretariat for Enlisted Boards](#)
- [Enlisted Records Division](#)
- [Records Services Division](#)
- [Information Support Activity](#)

OTHER LINKS



[Army Knowledge Online\(AKO\)](#)

Official Military Personnel File



[Promotion File](#)[Contact Us](#)[Back to Home Page](#)

AKO Login

To use this service, you must have an ARMY Knowledge Online (AKO) account. If you do not have an AKO account, you can click [here](#) to obtain one.

Please enter your ARMY Knowledge Online (AKO) ID and Password.

ID

Password

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U.S. Government Computer System: [See our Security and Privacy Notice.](#)

Questions? Comments? Suggestions? [Please contact the Webmaster.](#)


This page was last updated 31 August, 2005

US Army Human Resources Command - Microsoft Internet Explorer


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Address <https://www.hrc.army.mil/site/errec/index.htm>




[MyDIEMS Review](#)



[MyPersonnel Data Snapshot](#)





CLICK HERE TO VALIDATE BOARD ERB

IMPORTANT INFORMATION

BOARD INFORMATION

BOARD DATES

SENIOR SELECTION BOARD RESULTS

BOARD MEMBER INFORMATION

HOW TO PREPARE

BOARD BRIEFING

REVIEWING BOARD INFORMATION


MEMOS TO THE BOARD PRESIDENT


STANDBY ADVISORY BOARDS (STABS)


TIPS FROM DAS SERGEANT MAJOR

BOARD INFORMATION GUIDE

[Army Knowledge Online\(AKO\)](#)


Official Military Personnel File

[MyOMPF](#)


[My ERB](#)

DA Photo Management Information System

[MyDA Photo](#)

<https://myerb.ahrs.army.mil/> Internet

Connect to myerb.ahrs.army.mil



AKO Authentication

User name:

Password:

☐ Remember my password

OK Cancel

[Army Knowledge Online\(AKO\)](#)



[MyDIEMS Review](#)



[MyPersonnel Data Snapshot](#)



CLICK HERE TO VALIDATE BOARD ERB

IMPORTANT INFORMATION

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[MyOMPF](#)



[My ERB](#)

DA Photo
Management
Information
System



[MyDA Photo](#)

Board ERB Tutorial

Place your mouse over the blue lettering to view information about each component that the board will see.

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Go Links » Norton Internet Security Norton AntiVirus

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OMPF information

OFFICIAL MILITARY PERSONNEL FILE



PERMS

Personnel Electronic Records Management System

Active Army Enlisted Soldiers:

There will be brief periods of service interruption on Sundays between 0100 and 0600. During this period Active Army Enlisted personnel may not be able to access their OMPF.

Active Army Officers:

MILPER Message 02-220 addresses masked OERs. If you find a 1LT(P) OER on the restricted portion of your OMPF, please contact offrcds@hoffman.army.mil

Records Correction

The [Army Review Boards Agency \(ARBA\)](#) web site provides information for requesting correction of military records.



Active Army



Army National Guard



Army Reserve

Updating or Correcting Your OMPF

If you have a question or issue relating to the content of your OMPF, click the appropriate link below to send an email message.

Include your full name, rank, SSN and Army Component.

[Active Duty Officers](#)

[Active Duty Enlisted](#)

[Army National Guard Soldiers](#)

[U.S. Army Reserve Soldiers](#)

For other OMPF Online related questions, please visit the [OMPF FAQ page](#) on AKO.

Powered By
AKO Authentication





Army Knowledge OnLine Support Home Page

Frequently Asked Questions (FAQs) - Official Military Personnel File (OMPF)

[I received the error "Authorization Failed," why?](#)

[OMPF Online says that my records are closed at all sites. What should I do?](#)

[How do I update or correct my OMPF?](#)

[How do I correct my military record?](#)

[My rank is listing incorrectly on OMPF Online.](#)

[National Guard. How can I access my OMPF?](#)

[Army Reserve. How can I access my OMPF?](#)

[Retired Army Soldier. How can I access my OMPF?](#)

[OPMD. I'm experiencing a problem with OMPD.](#)

[EPMD. I'm experiencing a problem with EMPD.](#)

Answer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Tab

Address http://help.us.army.mil/cgi-bin/rightnow.cfg/php/enduser/faqs/new_std_adp.php?p_faqid=193207 Go Links Norton Internet Security Norton AntiVirus


AKO ARMY KNOWLEDGE ONLINE

Army Knowledge OnLine Support Home Page

Answer ID
193207

Date Created
05/19/2004 02:45 PM

Date Updated
05/19/2004 03:03 PM

 **Print Answer**

How do I update or correct my OMPF?

Question
How do I update or correct my OMPF?

Answer
If you have a question or issue relating to content of you OMPF , click on the appropriate link below to send an email message.

Be sure to include your full name, rank, SSN and Army Component

Active Duty Officers
offrcds@hoffman.army.mil

Active Duty Enlisted
custsupt@erec.army.mil

Army National Guard Officers
ngb_perms@ngb.army.mil

U.S. Army Reserve Soldiers
perms.records@arpstl.army.mil

National Guard Soldiers should contact their MILPO for assistance.

Did this FAQ answer your question?

Yes

No

Done Internet

ORB info

[Assignment Interactive Module](#)

[Warrant Officers](#)



ERB For corrections/additions to your ERB. Please see your unit S1.



[Task Force Stabilization](#)



[Photo Management Information System](#)



[MyORB](#)

[Additional Feature Sites](#)

Enlisted Information

- [2005 NCO/Soldier of the year competition](#)
- [Division & Branch Newsletters](#)
- [Commander's Information Guide](#)
- [Command Sergeants Major/Sergeants Major Corner](#)
- [Drill Sergeants](#)
- [Evaluations](#)
- [Recruitment](#)
- [Schools & Training](#)

Soldier, Family & Retiree/Veteran Information

- [Army Career & Alumni Program](#)
- [Awards & Certificates](#)
- [Casualty & Funerals](#)
- [Community Based Health Care Initiative \(CBHCI\)](#)
- [DIEMS \(Date Initially Entered Military Service\)](#)
- [Education](#)
- [MOS \(Military Occupational Specialties\) Charts](#)
- [My Personnel Record](#)
- [Physical Disability Evaluation System](#)
- [Retiree Services](#)
- [Retirement & Separations Planning](#)
- [Officer Retirement & Separations Planning](#)
- [The Institute of Heraldry](#)
- [Voting](#)

Please [submit](#) any comments, critiques, suggestions about the design and format of the new HRC-Alexandria Homepage. Many new features will be included in the future and your input is very desirable.

Disclaimer: The HRC homepage is supported by Microsoft Internet Explorer Version 5.X and above with High Encryption Pack for Secure Sockets Layer (128-bit) encryption. It is only supported by Netscape Version 6.1 and above. Please upgrade your browser if necessary to view the features of this site. For optimum presentation, a screen area resolution setting of 1024 x 768 pixels is recommended.

Related Links

- [U.S. Army](#)
- [U.S. Army Recruiting](#)
- [Army National Guard](#)
- [Army Reserve Recruiting](#)
- [HRC - St. Louis](#)
- [Army Civilian Personnel](#)
- [National Personnel Records Center](#)
- [More...](#)





Active

HRC HOME

ABOUT US

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ACTIVE

RESERVE

EREC

MY RECORD

SEARCH

Records System Information

Homepage

General Information

- [Points of Contact](#)
- Mission: Provide high quality and timely support to all active duty Army Officers to update and maintain their Official Military Personnel Files (OMPF's). Ensure the most current and highest quality OMPF's for all officers eligible for boards. Process separations, accessions, prior service records, TJAG cases, appeals DD215's, Home of Record (HOR) changes, incoming documents, Freedom of Information Act (FOIA) requests, derogatory information, classified reports, Temporary Disability Retirements (TDRs), for all active duty Army officers and correct date initially entered military service (DIEMS).

Application Links

- [iPERMS](#)
- [My Board File](#)

What's New!

Ongoing Initiatives

Active Duty Officer Records can be viewed at <https://iperms.army.mil>
Officer records branch now has the ability to receive OMPF documents from authorized users via web scanning, fax to file, email to file and digital senders. Recommend that all documents be sent electronically utilizing one of these features. Those responsible for submitting OMPF documents may contact Dianne.mitchell@hoffman.army.mil to request access and a current SOP. My board file at <https://isd16.hoffman.army.mil/MyBoardWeb/MainPages/Welcome.jsp> offers the ability to view and validate board file approximately 60 days prior to convene date. POC is rose.chisolm@hoffman.army.mil.

Welcome

Contact Us

Welcome to the Officer Records Branch! The branch services over 80,000 Active Duty officer records in support of more than 80 boards each year and all personal actions involving the Official military Personnel File (OMPF). Officer Records Branch recently fielded a web-based system to facilitate eliminating paper processes. Transformation efforts include providing the capability to submit documents electronically.

For **technical** questions about the Web site contact the [Webmaster](#). For functional questions please refer to the appropriate office.

Key Items / Hot Links

- [How to Order an OMPF](#)
- [Access your OMPF \(AC\)](#)
- [Frequently asked Questions \(FAQ\)](#)
- [Points of Contact for Variety of agencies, and for record requests.](#)

Ongoing Initiatives

iPERMS is a web-based system supporting the Army's Personnel all active duty Transformation. It will migrate PERMS OMPF system to a web-based environment; it will support passive updates of human resource systems, and will offer commanders, soldiers, and the Army HR community online access and electronic input to the iPERMS system.

Regulations

- [AR 600-8-104](#)

How Can I Make Corrections Or Add New Documents To My OMPF?

Click [here](#), fill out the request form and fax it to the phone number provided on the form to make corrections to your OMPF. If you need to add new documents to your OMPF fax the documents along with the form or send as an attachment in an email to offrcds@hoffman.army.mil.

How Do I Know Which Documents Are Authorized For Filing In My OMPF?

Click [here](#) to see a listing of the authorized and unauthorized documents as Table 2-1 AR 600-8-104 Extract, Composition of the OMPF.

How Do I Know Which Training Documents Are Authorized For Filing In My OMPF?

Click [here](#) to see an alphabetized listing of the service schools and colleges whose training and course completion certificates are authorized for filing in the OMPF. Certificates are only filed when a 1059 is not provided.

Where Should My Social Security Number Be Placed On My Certificates?

Preferred dark ink printed neatly, large enough to read easily in the upper right hand corner. Must be legible.

Should I Send The Original Documents Or Can I Send A Copy To Be Filed In My OMPF?

You should send a legible copy of all documents except your college transcripts. We do need an original copy of your college transcripts.

Can I Get A Copy Of My OMPF On A CD Instead Of MICROFICHE?

CDs are currently cost prohibitive - OMPF on-line offers soldier the ability to download their own file to a CD.

Now That Microfiche Have Been Eliminated, How Can I Get A Hard Copy Of My Record?

You may access OMPF on-line and print your documents or download to a CD.

WHY DOES IT TAKE SO LONG TO UPDATE MY OMPF WHEN MAILING OR FAXING DOCUMENTS TO OFFICER RECORDS BRANCH (MSR)?

It can take from 4 to 6 weeks to get a update of your record. There are several stages that the documents go through before process is complete. At the first stage clerks decide whether a document is authorized, complete, and if it is legible enough to be filed (too dark, too light, etc.). Once being approved for filing it is sent to the scanners who scan the document to the database system. When a document is scanned a photographic image is made and placed in the database system. The next stage is where the indexers exact the documents from the database, check the document for clarity and transfer the document to the service members file and place it in the proper area. Thousands of documents are processed each day.

ms: mitchell at Brianne.mitchell@hoffman.army.mil requesting this capability, if they do not have it.

What Is Web-Scanning?

Authorized individuals are granted access to scan or upload documents directly to iPerms. Documents are verified at HRC prior to final input.

How Can I Be Sure You Received My Documents?

Check iPERMS or send an email to offrcds@hoffman.army.mil please include how documents were sent i.e. regular mail, fax, email, web-scanning or digital sender.

Where Do I Send My Documents To Update My OMPF If I Want to Mail Them?

Mail your documents to:

CDR, HRC

ATTN: AHRC-MSR

200 Stovall Street

Alexandria, VA 22332-0444

AHRC prefers electronic submission.

How Do I Make An Appointment To Review My OMPF?

You may access your OMPF online as long as you possess an Army Knowledge On-line (AKO) account and password by going to www.iperms.army.mil. Please contact your career manager, if you wish to discuss your OMPF's contents and how it may affect selection boards or assignments.

What Office Is The POC For Corrections Needed On OMPF? How Can I Have Duplicate/Misfiled Documents Removed From My OMPF?

You can contact the Record Services at DSN: 221-8651/4620 or COML: (703) 325-4620. Or you mail email us at offrcds@hoffman.army.mil or you may complete a copy of the memorandum ([Click here](#)) Request for Official Military File (OMPF), located at this Web Site. The information we need is the date of the document, type of document and the name on the document if not yours.

DIEMS Paperwork, How Do I Verify It Has Been Updated?

Allow 4-6 weeks for processing, at that time you may review your LES to ensure date has been corrected. Questions concerning DIEMS should be sent to offdiems@hoffman.army.mil. The website used to check your DIEMS is a table and will not show corrections we have made in your official record.

Can PSB'S Submit Revocation For An Award Order And The New Order On The Same Page?

IAW AR 600-8-105 PAR 3-18F, REF A requires that amendments, recision, or revocation of permanent award orders be prepared as

